

1 JUN 1956

**MEMORANDUM FOR:** Deputy Director (Support)**SUBJECT:** Proposed Revised Clerical Recruitment Brochure

1. This memorandum submits a recommendation for approval by the Deputy Director (Support). Such recommendation is contained in paragraph 6.

2. On 26 August 1954 the Director of Security approved the use of a clerical recruitment brochure, which is attached at Tab A. At that time this Office recommended the use of the brochure on a selective basis. We proposed and the Director of Security concurred in handing the brochure only to employment prospects who appeared to meet our standards. It was not intended that this brochure be posted on bulletin boards and otherwise widely used. The brochure has served us reasonably well but we believe it appropriate now to revise this form of publicity.

3. In order to meet the continuing needs of the Agency for qualified clerical personnel we must exploit a wider range of sources. It is difficult to broaden our base of recruitment without greater publicity when we are in high competition with various departments and agencies who are widely using brochures of this variety. (See Tab B) At Tab C is a draft of a revised brochure which we would like to use to the greatest extent possible. Not only would we hand this to interested applicants but we would like to post it on all possible bulletin boards containing employment information, such as in schools and colleges, state employment offices, and United States post offices. We would also like to circulate copies of the brochure, with a covering memorandum (see Tab D) to all Agency employees in headquarters to encourage them to refer qualified people from among their relatives and acquaintances. Another vital purpose would be served in providing an applicant with a desired summary of information regarding living and working in Washington, D. C. At the present time all the information contained in the brochure is given to the applicant verbally by the recruitment officer, but too often interest is lost because of the lack of documentation.

4. The Printing and Services Division of the Office of Logistics estimates that 50,000 copies of this brochure can be reproduced for approximately \$7,000.00. Funds are available to this office in the current year to provide for this printing.

Document No.	29
No Change In Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to:	TS S C
Next Review Date:	
Auth.:	HR 70-3
Date:	22/1/79
By:	009

**SUBJECT:** Proposed Revised Clerical Recruitment Brochure

5. A similar brochure directed toward junior professional categories is being prepared, with the aim of furnishing similar information and encouraging application for junior professional types, including junior officer trainees. It is hoped that this will be available for the 1956-1957 recruitment season. It will be submitted for your approval when prepared.

6. It is recommended that you approve publication of the brochure in principle subject to security approval of the final form and distribution.

Signed

Harrison G. Reynolds  
Director of Personnel

**Attachments**

STATINTL

The recommendation contained in paragraph 6 above is approved, with the understanding that DD/S will have opportunity to submit final forms to the Director before printing

151 [REDACTED]

for L. A. WHITE  
Deputy Director  
(Support)

11 June 1957  
Date

Distribution:

0&1 - D/Pers

2 - DD/S

1 - D/Pers Chrono (Stayback)

*m/bsciper. 13*  
*Subject & Chrono*

ORIGINAL DOCUMENT MISSING PAGE(S):

Att. missing